

1. Purpose: This SOP will provide Virginia Defense Force communications officers and NCO's guidance on routine electronic maintenance and accountability procedures.
2. Applicability: This SOP is applicable to all VDF units that have any electronic communications equipment issued to them and is effective when published on the Force Website. Changes to this SOP will also be announced by subsequent changes to this SOP and identified by a Change No. "X" added to the title.
3. Scope: This SOP is added by inference to all VDF training and operational manuals of all issued electronics equipment issued by the VDF, at all command levels.
4. Responsibility: Maintenance of communications equipment is the responsibility of each and every VDF soldier whenever they have been issued Commonwealth owned communications equipment. This responsibility cannot be delegated or relinquished as long as the equipment is issued to the officer, NCO, or enlisted soldier of the VDF. It is also the responsibility of the individual VDF soldier to have a sound working knowledge of the equipment being issued to him/her. If this basic knowledge has not been instructed to him/her, the soldier must refuse issuance/responsibility of the equipment until the training has been completed.
5. Types/Classes of Maintenance: The senior Officer/NCO of the communications team has primary responsibility of direct maintenance of the equipment or to initiate forwarding said equipment to a higher echelon for maintenance or surplus actions.

A. First Echelon: This is the unit/user level. Maintenance at this level generally consists of replacing fuses, faulty cabling, defective coax cables, and running basic operational checks. The owner's manual of the issued equipment is the basic information source required to perform this level of maintenance. Unit/individual will request required replacement parts on DA 3161 sent through the S4 channels. This does NOT include reprogramming the unit unless authorized by Regt S6 or Force G6 staff. Primary programming authority will be the Regimental S6 (when the proper equipment has been issued to him); otherwise the programming authority is the G6 staff. As the Regimental S6 has no equipment/spare parts he is generally considered to be part of the First Echelon level of maintenance, with the exception of programming (when the equipment has been issued to him). If equipment is inoperative and beyond First Echelon ability to restore it to operating condition it is transported by the unit to Force HQ G6 section along with a completed DA 2404 (Equipment Inspection and Maintenance Worksheet). Note that the DA 2404 acts as a hand receipt and that a DA 3161 (Hand Receipt) is not required. Force Active Detachment is authorized to receive communication equipment returned for repair/ turn in.

B. Second Echelon: Second echelon level is the Force G6 staff. In-depth trouble shooting is performed at this level. Calibration of some radios may be performed as well as replacing/fabricating cables, ground rods, etc. If equipment is found to be outside of VDF maintenance ability it is passed on to the G4 section for third echelon maintenance.

C. Third Echelon: This is considered "depot" or manufacturer repair and is accomplished by the Force G4 section in accordance with (IAW) applicable DMA regulations. Generally, the equipment is forwarded to a repair shop identified by the G4 section for their repair or forwarded for manufacturer

repair. If a repair estimate is over 50% of the cost of a new item the repair will not be made, the item returned for salvage and a replacement item is budgeted for procurement during the next fiscal year, if funds are not on hand for a direct replacement.

4. Accountability/Procedures/ Use of Forms:

A. General: All electronic communication devices will be cataloged, identified with a number, entered on the VDF property book and a red DMA label affixed to the item. Once entered on the property book of the unit the communication device will be accounted for by various forms to include the following:

1) Property Book: Issued by the DMA property book officer through Force HQ, this document lists all equipment issued to the unit. The commander is legally and personally responsible for the equipment entrusted to the unit within the guidelines of Virginia DMA regulations.

2) DA 2404 (Equipment Inspection and Maintenance Worksheet) (Annex A): If the communication device needs to be forwarded to higher echelon for repair a DA 2404 will be prepared by the owning unit. It is important that the correct nomenclature and DMA number is entered on the report as well as all the noted deficiencies and shortcomings of the device. Note that this form also serves as a hand receipt and a DA 2062 is not required. The DA 2404 will stay with the device at all times until it is returned to the owning unit.

3) DA 3161 (Request for Issue or Turn-In) (Annex B): If the communication device has been identified as to requiring replacement parts or the kit it belongs to requires additional parts to maintain operational status; the owning unit will request the parts through the S4 chain using a DA 3161. The parts requested must be within the owning units' authorization of maintenance. Note that while the S4/G4 section may inquire of the S6/G6 as to technical aspects, this action is accomplished through the S4/G4 channels.

4) DGS 44-014 (Surplus Property Manifest) (Annex C): If the communication device has been identified as to be unrepairable, obsolete, or not needed for further VDF use; it is to be DX'D out through the Commonwealth surplus system. This is an irrevocable action which removes the device from the units' property book as well as the VDF property book; therefore it is advisable to consult with higher levels before undertaking this action as other VDF units may have a need of the item. Complete the DGS 44-014 and transport the equipment to Force Headquarters G4 section who will complete the action.

5) DA Form 2062 (Hand Receipt) (Annex D): If it is required to transfer possession of the equipment to other individuals/units from the property book holder, the Hand Receipt is the vehicle to accomplish this action. This may be a temporary action, whereas the hand receipt is destroyed upon return of the time; or a permanent action. In a permanent transfer, a copy of the hand receipt is forwarded to the G4 and G6 sections for updating of their records. Acceptance of the action is not active until the G4 acknowledges receipt/completion of the property book transfer.

Virginia Defense Force, G6 Section

Standing Operating Procedure (SOP): Electronic Equipment Maintenance and Accountability Procedures

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Annexes:

A. DA 2404

B. DA 3161

C. DGS 44-014

D. DA 2062

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